

EFFECTIVE DATE: December 1, 1983

REVISION DATES: _____

SUBJECT: **INTER-DEPARTMENTAL COMMUNICATION**

A. Purpose:

To assure that inter-departmental communications be delivered directly to the person towards whom the communications is directed. This policy is intended to be used as a guideline for all inter-departmental communications.

B. Responsibility:

1. The Originator shall have the responsibility for:
 - a.) securing proper approval(s) for the distribution of each communication
 - b.) ordering the printing of the communication and
 - c.) delivering the communication materials to Central Stores sorted, addressed and ready to be delivered.
2. Department Heads shall have the responsibility to assign a Communications Co-ordinator in each department to monitor distribution of communications.
3. The Communications Co-ordinator shall have the responsibility to monitor the distribution process and identify problems within their assigned area. Problems are to be resolved with the Supervisor or Division Head. If the problem is not resolved, then the department head should be notified.

C. Policy:

1. Written Internal Communication shall be delivered directly to the person towards whom the communication is directed. Supervisors shall receive courtesy copies on all such communications.
2. Written Internal Communication for the general information of employees shall be either posted to the Section's Bulletin Board or circulated amongst all employees.
3. Written Internal Communication are to be treated as an extension of this policy. Intentional failure to distribute a material or delaying a material so that information does not reach

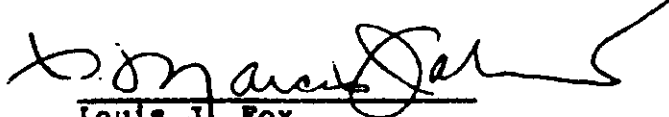
addressee or does not reach addressee in time, shall be considered a violation of the intent of this Administrative Directive.

4. This policy will be reviewed at regular intervals and appropriate modifications will be adopted and implemented when necessary.

D. Procedures:

1. Originator prepares copy-ready material.
2. Originator fills out a reproduction work order and secures required approvals.
3. Originator assembles correct number of copies in bundles and delivers them to Central Stores sorted, addressed and ready to be delivered. In cases where communication is intended for all employees, the originator should set up a central distribution point and notify communication coordinators when and where to pick up materials.


Leroy J. Harvey
Personnel Director


Louis J. Fox
City Manager